



# **JOB DESCRIPTION**

## **County of Galveston**

### **Juvenile Justice Department**

**JOB TITLE:** Administrative Clerk

**POSITION:** 2561000008

**EMPLOYEE:**

**DEPARTMENT:** Juvenile Justice

**SUPERVISOR:** Amanda Williams

**TITLE:** Office Manager

**EMPLOYMENT STATUS:** REGULAR ☒ TEMPORARY ☐ FULL-TIME ☒ PART-TIME ☐ INTERN ☐

**HOURS WORKED:** 40 PER WEEK      EXEMPT ☐ NON-EXEMPT ☒

**SALARY:** \$29,337.61 a year

**DATE:** 8/20/2018

**Emergency Operations**

**Classification:** Tier 4

#### **OVERALL PURPOSE AND OBJECTIVE**

The position is responsible for providing administrative and clerical support to the department. Work is under moderate supervision of the Office Manager receiving instructions initially or on unusual assignments with responsibility for carrying through to completion responsive, accurate, error-free, professional work as required by the department where the responsibilities are fairly routine in nature and procedures are clearly prescribed. Work is evaluated on the basis of demonstrated initiative, adaptability, resourcefulness and efficiency in accomplishing secretarial duties.

#### **MAJOR RESPONSIBILITIES**

1. Processes all paper referrals and Class "C" 's received through the Department: Enter police reports in to JCMS, make copies of police reports and enter into the 401, give original paperwork to the Court Coordinator.
2. Completes paperwork on new probationers; pull all paperwork, prepare files, update JCMS and give file to Probation Officer on an as needed basis.
3. Completes paperwork on present probationers, pull all paperwork, update JCMS and give to Probation Officer on an as needed basis.
4. Inputs all court orders in JCMS accurately, supervision, behavioral health, maysi referrals, fees.
5. Inputs into JCMS all monies received from probationers (i.e., probation fees, court costs, restitution, attorney's fees, and child support).
6. Assists in doing the deposit when the Administrative Secretary is out on vacation or calls- in.
7. Updates data in JCMS on deferred prosecution cases.
8. Enters in JCMS MAYSI scores.
9. Files and maintains the organization of the office record keeping systems. Clear out 19yr olds referrals and folders for ones that have felony charges that are not being automatically sealed.
10. Notarizes community service medical consent forms, affidavits, and similar documents.
11. Types and prepares a variety of reports as requested or required.
12. Assists in composing and typing correspondence and various reports of a routine and non-technical nature based upon oral instructions, brief instructions, brief notes, or information which is readily available in files and records of the office.
13. Types violation reports, common applications, dismissals and any correspondence from the probation officers.
14. Inputs community service hour's information into JCMS.
15. Receives status updates forms from the probation officers to input information into JCMS.
16. Prepares monthly report on past due fees and turn into the Deputy Director-Casework.
17. Receives visitors and directs to appropriate personnel.
18. Answers telephones, directing calls and taking messages as appropriate.
19. Processes all incoming and outgoing mail in the absences of the Administrative Secretary.
20. Provides assistance to department personnel as requested and required.
21. Performs miscellaneous related duties as required. Assisting the Office Manager, Superintendent, and Deputy Director-Detention, Deputy Director-Casework as needed.
22. Able to react to change productively and handle other essential tasks as assigned.

This position is moderately supervised by the Office Manager. This position has no supervisory responsibilities in terms of hiring, firing or performance appraisals.

The ability to speak English and communicate with the public by phone and in person is essential. Prefer person who can also speak, read and write Spanish fluently.

## **MINIMUM QUALIFICATIONS**

Must have a High School Diploma or G.E.D. and at least two (2) years of experience in general experience. General experience is defined as typing, stenographic, or general clerical work, or any combination of these. At least six (6) months of this experience must have consisted of (or included in addition to typing, stenography, or routine clerical work) work which demonstrated possession of ability to perform secretarial work at the journeymen level.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Working knowledge of the preparation and interpretation of statistical, technical, and narrative reports regarding department activities.
2. Working knowledge of Galveston County government, geography, economics, demographics, politics, policies, and procedures.
3. Working knowledge of county department operations, organization, accountability, and responsibility.
4. Working knowledge of purposes, principles, and terminology related to department functions.
5. Working knowledge of basic computer hardware and software applications.
6. Skill in performing mathematical calculations.
7. Ability to operate common office equipment and machinery, including photocopier, facsimile machine, computer, and typewriter.
8. Working knowledge of the purposes, principles, terminology, and practices employed in juvenile justice, detention center administration, the legal system, and the judicial process.
9. Working knowledge of local and state law, procedures, and policies as they relate to the mission of the department and the county.
10. Working knowledge of the juvenile justice and court system, its employees, and its operation.
11. Typing skills of 50 w.p.m.
12. Basic computer skills and knowledge of various office machines, such as: calculator, copy machine, fax machine, etc.
13. Ability to interpret complete written material; establish and maintain effective personal relationships in a work situation communicate fluently, both written and oral, in English; and work independently.
14. Good Interpersonal skills.
15. Must demonstrate possession of loyalty, integrity, and discretion.
16. Must have the capacity and willingness to accept responsibility.

## **CONFIDENTIALITY**

This position has access to juvenile's criminal records, social histories, school records, psychological evaluations, psychiatric evaluations, etc.

## **WORKING CONDITIONS**

Overall normal office environment. The following **Physical Demands** would exist in the every day duties of the job: Standing (05%), Walking (15%), and Sitting (75%), Lifting/Carrying (of 1-15 lbs.), Stooping, Kneeling, Reaching, and Handling (of files and supplies) in order to carry out the responsibilities of the job. Acute Hearing needed in order to respond to the public and carry out duties.

## **ACKNOWLEDGEMENT**

Upon job offer, applicant must be able to pass background check, drug test and psychological exam. NCIC and TCIC subject to annual review.

*THIS STATEMENT ACCURATELY DESCRIBES THE WORK REQUIRED IN ONE POSITION OR IN EACH OF A GROUP OF POSITIONS IN THE ABOVE ORGANIZATION.*

*THE ABOVE DESCRIPTION, WITH SUPPLEMENTAL MATERIAL, IS ADEQUATE FOR PURPOSES OF EVALUATION.*

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Signature of Approving Supervisor

Date

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Signature of Employee

Date